

**CITY OF LOCKHART-  
FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION**

**Civil Service Commission Meeting                      Monday, December 9, 2019                      6:30 P.M.**

**Commissioners present:**

Chairman Worlanda Neal  
Commissioner Yolanda Strey  
Commissioner Ray Sanders

**Staff present:**

Ernest Pedraza, Police Chief  
Julie Bowermon, Civil Service Director

**Chairman Neal** called the meeting of the Civil Service Commission to order on this date at **6:30 p.m.**

**Agenda**

**1. Discussion and/or action regarding approval Commission minutes of April 1, 2019.**

Chairman Neal requested corrections to the Civil Service Commission minutes of April 1, 2019. There were none.

Commissioner Sanders made a motion to approve Civil Service Minutes of April 1, 2019. Commissioner Strey seconded. The motion carried by a vote of 3-0.

**2. Discuss and/or action regarding appointing Dr. Brandy Miller and Dr. Frances B. Douglas to perform psychological examinations for entry level positions in the City of Lockhart Fire Department and Police Department; and authorizing the Civil Service Director to determine which appointed psychologist to utilize during the hiring process.**

Ms. Bowermon stated Dr. Miller was appointed in 2017 to perform the required psychological exams on entry level fire fighters and police officers and has produced satisfactory work. She currently does psychological exams for several agencies including Williamson County and the cities of: Austin, Kyle, and Lakeway, as well as Lockhart. At times, Dr. Miller's workload results in a delay in our hiring process as it can take multiple weeks to get an appointment scheduled. Dr. Miller has recommended that applicants be evaluated by Dr. Frances B. Douglas, as needed, to reduce delay. Dr. Douglas currently works in Dr. Miller's office and assists with Dr. Miller's workload as needed. Dr. Douglas' experience includes serving as the Chief Psychologist for the Texas Department of Public Safety from 1998-2015 and independent practice performing public safety psychological evaluations from 2016 to the present. Both the Fire Chief and the Police Chief have reviewed Dr. Douglas' resume and experience.

There was further discussion.

Commissioner Sanders made a motion to appoint Dr. Brandy Miller and Dr. Frances B. Douglas to perform psychological examinations for entry level positions in the City of Lockhart Fire Department and Police Department; and authorizing the Civil Service Director to determine which appointed psychologist to utilize during the hiring process. Commissioner Strey seconded. The motion carried by a vote of 3-0.

3. **Discussion and/or action regarding approval of suspending/waiving the requirement of three candidates for the upcoming Police Lieutenant exam (date to be determined), for this exam only, thereby acknowledging and authorizing that two candidates participating in this exam ensure a competitive examination.**

Ms. Bowermon stated Police Lieutenant Chris Knudsen has announced he will retire in early 2020. A promotional exam is necessary to fill this anticipated vacancy. TxLGC 143.031 requires that the exam be first opened to Sergeants with at least 2 years of experience as a Sergeant. Local Rules Section 143.031(3) requires that those Sergeants hold an intermediate peace officer certification and Section 143.032 requires that at least 3 candidates compete in a promotional exam. Currently the department has 4 Sergeants. All 4 hold an intermediate certification or higher. However, only 2 of the 4 have been in the Sergeant rank for at least 2 years. The other 2 Sergeants were recently promoted to Sergeant in October 2019. TxLGC 143.031(c) requires that if there is not an adequate number of police officers with 2 years of experience, the Commission may open the exam to police officers with less than 2 years, in other words, all Sergeants.

Chief Pedraza stated he has contacted each of the 2 senior Sergeants and they have both expressed interest in competing for the Lieutenant vacancy. Considering the responsibilities of a Lieutenant, he recommends the exam be open to the senior Sergeants who have 2 or more years in the rank.

There was further discussion.

Commissioner Strey made a motion to approve suspending/waiving the requirement of three candidates for the upcoming Police Lieutenant exam (date to be determined), for this exam only, thereby acknowledging and authorizing that two candidates participating in this exam ensure a competitive examination. Commissioner Sanders seconded. The motion carried by a vote of 3-0.

4. **Discuss elect a Commission Chairperson and Vice-Chairperson to serve from January 1, 2020 to December 31, 2020.**

Commissioner Sanders made a motion to elect Worlanda Neal as Chairperson and Yolanda Strey as Vice-Chairperson to serve from January 1, 2020 to December 31, 2020. Chairman Neal seconded. The motion carried by a vote of 3-0.

5. **Director's Report.**

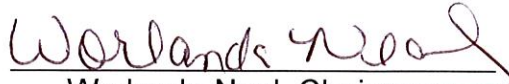
- **TML/TMHRA Annual Civil Service Workshop January 30-31, 2020 in San Marcos.**

6. **Adjournment.**

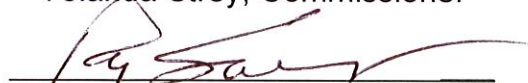
Commissioner Sanders made a motion to adjourn the meeting. Chairman Neal seconded. The motion carried by a vote of 3-0. The meeting was adjourned at 6:58pm

PASSED and APPROVED this 24<sup>th</sup> day of February, 2020.

Signed:

  
Worlanda Neal, Chairman

**NOT PRESENT**  
Yolanda Strey, Commissioner

  
Ray Sanders, Commissioner

ATTEST:

  
Julie Bowermon, Civil Service Director